

APPENDIX H

HANFORD CURATION PLAN

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**HANFORD CURATION PLAN:
COLLECTION MANAGEMENT POLICIES AND PROCEDURES**

**For the US Department of Energy
Richland Operations
Cultural Resources Program**

**By the Columbia River Exhibition
of History, Science and
Technology**

April 2000

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PREFACE

The Hanford Curation Plan has been developed to standardize procedures and provide guidelines for handling collections. All professional care and management of the Hanford Site Collection will be in accordance with 36 Code of Federal Regulations Part 79, Curation of Federally-Owned and Administered Archeological Collections.

The policies outlined here become final when approved by the U.S. Department of Energy, Richland Operations (DOE-RL), Cultural Resources Program. The manual, which may be updated periodically, is intended to be the sole source of policy concerning matters related to collections. All personnel are expected to abide by and adhere to the policies and forms in the manual. Exceptions to these policies can be approved only by the DOE-RL Federal Agency Official (FAO).

DEFINITIONS

<u>Accessioning:</u>	The formal process of creating an immediate, brief, and permanent record of an object, assembly, or lot received from one source at one time by one method, for which the DOE-RL has title and assigning a unique control number to an object, assembly, or lot.
<u>Acquisition:</u>	The administrative process of discovering, preliminarily evaluating, negotiating for, taking custody of, and documenting title to an object, assembly, or lot.
<u>Collection Object:</u>	An object which has been or is in the process of being accessioned into the collections.
<u>Conservation:</u>	The profession that preserves cultural objects for the future through treatment and preventive care.
<u>Controlled Property:</u>	Property valued at more than \$5000 or that is likely to be a theft target. All guns will be controlled property. DOE-RL representatives will determine which Hanford Site collections are controlled property.
<u>Deaccession:</u>	The action of removing an accessioned object by due process from the permanent collection by legal means.
<u>Exchange:</u>	A conveyance of ownership for an object, assembly, or lot from one institution to another in exchange for ownership of an object, assembly, or lot.

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<u>Exhibit:</u>	The presentation of ideas through the use of objects with the intent of educating the viewer.
<u>Fair Market Value:</u>	The current price at which both buyers and sellers are willing to do business.
<u>Field Collection:</u>	Objects collected on federal property.
<u>Inventory</u> (verb):	The periodic process of locating and listing accessioned, loaned, and borrowed items by location. An inventory may be complete or based on a random sample.
<u>Loans:</u>	Temporary change of custody of collection objects between organizations and not involving change in ownership. Loans are made for study, exhibition, or performance according to stated purposes and for a stated time period.
<u>Museum:</u>	<p>A public or nonprofit institution which is organized on a permanent basis for essentially educational or aesthetic purposes and which, using a professional staff:</p> <ol style="list-style-type: none">1. Owns or uses tangible objects, either animate or inanimate;2. Cares for these objects; and3. Exhibits them to the general public on a regular basis.
<u>Permanent Collections:</u>	The collected, accessioned objects, acquired and preserved because of their potential value as examples, as reference material, or as objects of aesthetic or educational importance, all relating to the DOE-RL's stated purpose.
<u>Preservation:</u>	The act of keeping an object and safeguarding it from any further changes than those which it has already undergone.
<u>Preventive Conservation:</u>	The planned management of a collection to prevent deterioration, exploitation, destruction or neglect.
<u>Provenance:</u>	The origin, source and history of an object.
<u>Registration:</u>	The overall function of creating, controlling, and maintaining information, immediately and briefly, about all objects owned by, or in the care, custody, and control of an institution.
<u>Transfer:</u>	Title conveyance of property from one federal entity to another.

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I. MISSION

MISSION STATEMENT

The United States Department of Energy, Richland Operations, Cultural Resources Program has established the Hanford Site collections to preserve and interpret the scientific and cultural history of the Hanford Site, for the people of the Mid-Columbia Basin, researchers and other interested visitors. DOE-RL contracts with the Columbia River Exhibition of History, Science and Technology (CREHST) to manage and store those collections and provide exhibits, educational programs, and collections access to researchers.

II. ACQUISITIONS

Acquisition embraces the discovery, preliminary evaluation, the assuming of physical and legal custody, and acknowledgment of the receipt of specimens and objects. Materials are acquired by field collection, exchange, and transfer from other federal agencies.

Because objects are added to the collection on the premise that they will be retained in perpetuity, careful screening must be the rule. The following criteria, appropriate to the object(s) being considered for addition, regardless of their source, are to be weighed:

- The object (specimen, artifact, etc.) must be relevant to and consistent with the purposes/goals of the Hanford Site Collections.
- There should be a need and potential use (e.g., research, exhibition, education).
- All objects shall have aesthetic, historical, or scientific value.
- All moral, legal, and ethical implications of the acquisition must be considered.
- The physical condition and conservation requirements must be considered.
- The DOE-RL must be capable of providing for the object's storage, protection, and preservation under conditions that ensure its availability and in keeping with professional DOE-RL standards.
- The expenses related to transportation, preservation and storage should be considered.
- Archival records, documents, or manuscripts are accepted if they are related to the Hanford Site Collections and/or research activities.

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- It is preferable that the object shall be documented or documentable, including, but not limited to, provenance, manufacturer, date, age, and origin and use locations.

RECEIPT OF OBJECTS

CREHST's policy is to maintain a record of all objects entering and leaving its collections. Objects submitted by DOE-RL's employees, contractors, or other individuals or organizations, as field collections, are subject to the procedures outlined in this section.

CREHST uses standardized receipt forms (see Forms in Appendix) to provide accountability for objects until final disposition. If such object(s) becomes a part of the permanent collection, the receipt shall be kept as a part of the permanent record. Receipt forms are available at the CREHST reception desk and curation office.

A completed Incoming Receipt must be given to the depositor for any object left. Information to be recorded includes name, address, and telephone number of the depositor and owner (if different); his/her reason for submitting the object, and a brief description including condition of and collection data concerning the object. When signed by the depositor and the CREHST representative, a copy is given to the depositor and the original form accompanies the object(s) when it is delivered to the curator.

EXCHANGES

The DOE-RL may exchange objects from its collection that are no longer needed in return for others to be acquired for the collection. The exchange must be on an equitable basis. Exchanges may be made with other institutions or individuals. The transaction is documented with an Exchange Agreement form.

TRANSFERS

Objects may be transferred from one federal agency to another. The transfer is documented with a Transfer of Property form which formalizes the conveyance of title.

III. REGISTRATION OF COLLECTIONS

Collections may not enter or leave the Hanford Site collections without a receipt to track them. An Outgoing Receipt documents any objects leaving the collection; an Incoming Receipt documents all incoming collections. Receipts must be signed by CREHST staff and by the person depositing or picking up collection items.

The collections registration system at CREHST provides controls for identifying objects in the Hanford Site collection including their source, status, and disposition. Thus preservation of the

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nonintrinsic, contextual information about the objects and their documentation is vital. Original records do not leave CREHST, except by written order of the FAO. Photocopies of records are substituted.

An accession includes all of the objects received from one source at one time by one method. The accession record is a compilation of the cumulative inventory of all acquisitions in the CREHST's custody for DOE-RL. Catalog records are comprised of individual entries - normally one for each object or lot of objects acquired through an accession. Catalogs classify objects systematically, providing descriptive detail. They record significant facts and data regarding the physical appearance, context, and history of the objects. All collection records are maintained by the Curator.

ACCESSIONING

Accessioning is the act of recording an addition to the permanent collection which gives the DOE-RL legal title to the acquisition and commits the DOE-RL to the responsibility for the proper care and use of the object(s)/specimen(s). CREHST will submit a list of recommended accessions to the DOE-RL FAO periodically; with written concurrence the accessioning process is complete.

An accession record includes, among other data, the accession number, date and type of acquisition (field collection, exchange or transfer), source, brief identification and description, condition, provenance, value (if appropriate), and name of the staff member recording the accession. Accession numbers, assigned by the Curator, are made up of the year the material was acquired plus a number which is assigned in sequence: HASI.2000.001, HASI.2000.002, etc. Accessioning should occur as quickly as possible. The following procedures apply:

- A collection of items received at one time from one source, by one method may be grouped as a single accession and given one accession number. The Curator may elect to subdivide an acquisition into two or more accessions for clarity of record keeping.
- Accession records include all documentation relating to an accession including signed forms, correspondence, and any associated records. Accession records are filed by the source of that accession, usually the donor or vendor. Within each source file the accessions are grouped in order by date.
- Each year an accession number will be assigned to materials separated from their documentation with an unknown receipt date. These will be known as Found in Collections (FIC) accession numbers. As records accumulate for FIC objects they will be filed under Hanford Site FIC in the source files. If the objects are subsequently linked with their documentation, the record is updated and the next available accession number for that year is applied. The appropriate catalog and source records are also corrected.

CATALOGING

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Cataloging is the creation of a record of the descriptive detail and information about an object or a lot; it is cross-referenced to other records and files, often containing a photograph or sketch. Catalog numbers are assigned by the Curator.

- A catalog number may be assigned to one item or to a lot comprised of a number of items (based on the nature of the objects and the standards within the respective discipline).
- Cataloged material should be marked and tagged where the number can be clearly identified. Numbers must be legible, durable, and removable.
- Catalog records and files are maintained on the collection management computer system with quarterly backup files stored in a bank safe deposit box.

DEACCESSIONS AND DISPOSITIONS

The DOE-RL has a fiduciary responsibility to protect and preserve the collections. Deaccessioning, the act of permanently removing an object(s) from the collection, is an important procedure used only in exceptional circumstances. An object may be deaccessioned under one or more of the following circumstances:

- deterioration
- replacement of object with another in better condition or with a more complete provenance
- if the DOE-RL can no longer safely store the object
- if the collecting scope of the DOE-RL has changed
- in the interest of improving the collections

In considering the deaccessioning of objects from the collections, the Curator will make the recommendation to the DOE-RL FAO. CREHST will make recommendations for dispositions based on the following guidelines:

- The manner of disposition to be in the best interest of the DOE-RL, the public it serves, the public trust it represents and owning the collection, and the scholarly and scientific communities it represents.
- Material that is part of the historical, cultural or scientific heritage of Washington or of the Mid-Columbia Basin will remain within the state or the region respectively.
- Consideration will be given to placing the objects, through gifts, exchange, or sale, in another tax-exempt public institution wherein they may serve a valid purpose in research, education or exhibition.
- Consideration will be given to the objects usefulness for educational purposes in CREHST's teaching collections.

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- Missing or stolen items shall be deaccessioned after a three (3) year waiting period.

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Catalogs and other Hanford Site collection records shall document the removal of objects from the collections and the conditions of their disposal.

- The accession records, the catalog records, and permanent files shall be marked deaccessioned.
- A final outgoing receipt shall be placed in the accession file.

In reply to responsible inquiry, CREHST will make available the identity and description of collection materials acquired or deaccessioned. All other information pertaining to the circumstances of acquisition, deaccession, and disposal will be adequately documented in the CREHST records.

INVENTORY OF COLLECTIONS

Collections will be periodically inventoried. This process of locating and listing accessioned and borrowed items by location will be done initially as a complete (100%) inventory and yearly as a random sample. Any collections moved to new locations will be completely inventoried. Controlled property will be completely inventoried yearly. Any damaged, missing or stolen objects will be documented on the Artifact Report form and submitted in writing to DOE-RL within 5 days of discovery.

IV. LOANS

The Hanford Site collection is loaned to CREHST by DOE-RL. With written concurrence of the DOE-RL FAO, CREHST may loan objects from the collection to qualified institutions to achieve maximum accessibility for research and exhibition. CREHST will adhere to its own loan policies in recommending such loans. These policies relate to care and conservation, transportation and packing, insurance, returns, period of loan, costs and cancellations, and use of the objects.

When making decisions on loan requests from other institutions, CREHST takes into account the condition and conservation needs of the objects requested, as well as the exhibit and research plans of CREHST. Issues to be considered when making or receiving loans are as follows:

- The condition of the object(s) and the ability to withstand the stress of transportation, handling, or changed environmental conditions.
- All outgoing loans are for specified periods of time and are documented and monitored according to established museum practice and procedures.
- All loans must be contracted through written loan agreements between the CREHST and its borrowers prior to receipt or shipment.

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- If appropriate, written condition reports will be made for all loans leaving the Hanford Site collection.
- The loan agreement between CREHST and the lender will stipulate whether or not an incoming loan is insured by CREHST. This may depend upon the loan policy of the lending institution.
- If an outgoing loan is to be insured by the borrower, a Certificate of Insurance must be provided before the shipment or pick-up date.
- Borrowing institutions may be asked to provide CREHST with a standard facilities report if one is not already on file. Loans will be made to institutions that can provide a level of safety and security appropriate to objects being loaned.
- DOE-RL must provide insurance values for outgoing loans.

OUTGOING LOANS

The following criteria apply to all loans made by CREHST to other institutions:

- The borrowers must be approved; loans are made only to qualified educational, or research institutions whose missions are in the public interest. Loans may not be made to individuals.
- All objects must remain in the condition in which they are received. They shall not be cleaned, repaired, retouched, treated, unfitted, remounted, reset, dissected, marked, copied (e.g., cast or replicated), or submitted to any examination or application which would tend to alter their condition except when specifically authorized by CREHST. Tags or other identification should not be removed without specific approval by the CREHST Curator.
- Damages, whether in transit or on the borrower's premises and regardless of who may be responsible therefore, shall be reported to CREHST immediately. No action is to be undertaken to correct the damage without CREHST's approval.
- The borrower may photograph object(s) for educational, catalog, record, or publicity purposes. Reproduction for sale is expressly forbidden except in the context of an exhibit catalog. CREHST must approve all matters relating to commercial reproduction. Paintings and drawings may not be removed from frames for photography. CREHST can furnish unframed photographs of these, provided advance notice is given.
- The borrower will undertake to provide protection from the hazards of fire, exposure to extreme or deteriorating light, extremes of temperature and relative humidity, pests, dirt, vandalism, theft, and mishandling or handling by unauthorized or inexperienced persons or by the public.

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- The borrower (except when exempted in writing) will insure the object(s) at the value stated by the DOE-RL, this insurance to be in force from the time the object(s) leaves the physical possession of CREHST until it is returned. This shall be an all-risk policy subject only to the standard exclusions. The borrower shall furnish a Certificate of Insurance no later than the scheduled delivery or pick-up date.
- The cost of insurance, special communications, security provisions, special packing, or any other incidental costs created in the loan will be paid by the borrower, unless waived by CREHST.
- When returning borrowed materials, they shall be packed in exactly the same manner as received, with the same cases, packages, pads, wrappings, and other furnishings. Any changes must be specifically authorized in advance. Borrowers will be billed for the cost of packing materials if objects are returned in other than the original container.
- Upon return, the objects are to be transported in the same manner as received and all costs for transportation connected with the loan will be paid by the borrower except in the case where other arrangements are made. Any change in mode of transportation must be cleared with CREHST before release to the carrier.
- All objects will be loaned for a specific time and, if requested, must be returned before that time limit expires. The borrower will receive a 30-day written notice and CREHST will try to provide assistance in securing a substitute object.
- When on display, all objects borrowed must be credited to the DOE-RL including any special wording as directed. Reproductions for publicity must also be credited.
- All loans must be approved by the CREHST Curator, the DOE-RL FAO and the borrowing institution.
- A signed copy of the Loan Agreement form must be in the possession of CREHST before any physical transfer of object(s) is complete.
- Objects or specimens are not to be used as “hands-on” teaching aids unless specifically approved on the loan form.
- Loans will be made for a specified time period as agreed upon and recorded on the loan document. To renew the loan, the borrower must request an extension in writing.
- Long-term loans shall be reviewed annually and, upon approval of the CREHST Curator, the DOE-RL FAO, and the authorized borrowing official, may be renewed.

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V. ACCESS TO COLLECTIONS AND RECORDS

MUSEUM STAFF ACCESS

Keys for storage spaces and exhibit cases access are available only to employees having direct responsibility for collections/archives and records. Issuing keys to these spaces is controlled by the use of signed hand receipts.

DATABASE ACCESS

Access to the collections database is by security codes with various levels. Only curatorial staff with collections responsibilities have levels of access to make additions and changes to records. Lower levels of access are set up for other staff, researchers, and the general public.

RESEARCHER ACCESS

CREHST makes its collections and records accessible to qualified professionals for research contingent upon staff availability and consistent with professional museum and archival practices. Students may use a collection when under the direction of a qualified professional. Unescorted researchers are not allowed in collections storage areas. A sign-in log is used to record the names and addresses of all visitors.

The primary considerations for access to items for examination are based upon condition and significance of the item(s) and availability of other sources: copies, duplicates, photographs, or other types of information, e.g., written descriptions. Costs associated with research (such as copies) will be billed to the researcher.

Collections are available to researchers by appointment with the curator, with the following exceptions:

- specimens currently on exhibit
- specimens under current research
- unprocessed specimens
- specimens deemed too fragile for handling

Procedures for access to the collections and records are:

- Individual(s) seeking access to the collections and records must seek approval of the CREHST Curator in writing. Information is sought on the purpose/need for access and the anticipated significance of the research.
- Authorization will be given or denied by the CREHST Curator.

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- Objects and records are normally accessible only during normal working hours and only if the visitor is accompanied by an authorized member of the staff. Every effort will be made to accommodate all reasonable requests.
- All persons granted access will be instructed by staff in the proper procedures.
- CREHST will comply with any reasonable request to duplicate records including photographs, manuals, catalogs, maps, and other data for a fee based on the number of or type of items. Requests for duplication must be submitted in writing to the Curator.

Copies of any publications resulting from Hanford Site collection research will be provided to the FAO.

PHOTOGRAPHY

All individuals wishing to photograph collection objects must seek approval from the Curator in writing. The use of photographs of Hanford Site objects in publications or commercial activities is subject to restrictions and requires written approval by the CREHST Curator. Published photographs must be credited to the DOE-RL including any special wording, as directed.

Generally it is permissible to photograph exhibits with a hand-held camera. Visitors should check as some exhibits are closed to photography. Photographers wishing to shoot exhibits with a tripod must check with the administration and provide information about the types of equipment to be used, and intended use of the photographs.

VI. COLLECTIONS CARE AND PROTECTION

PREVENTIVE CONSERVATION

Preventive conservation (also called preventive care) is the planned management of a collection to prevent deterioration, exploitation, destruction, or neglect. Conservation and maintenance schedules must reflect public access requirements, research and exhibition needs, funding, and staff resources. As artifacts are registered, exhibited, stored, or evaluated for loans, the need for conservation must be assessed for both preventative conservation and for upkeep and stabilization. Individual object needs are documented with condition reports.

COLLECTION HANDLING AND STORAGE

The Curator will establish the handling requirements for collections within accepted museum parameters. All staff and volunteers handling collections will receive training in collection handling. Artifact storage will be appropriate to the collections to stabilize artifacts and prevent further deterioration.

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ENVIRONMENTAL MONITORING

Levels of relative humidity and temperature in exhibit and storage spaces are recorded on a daily basis to provide an accurate and complete record of changes throughout the year. These are reviewed monthly. A log of exceptional occurrences such as unusual exterior climatic conditions, a leaky roof, recalibration of equipment or an unusual visitation pattern, is maintained to help explain any variations in relative humidity and temperatures. Relative humidity and temperature records and the log are retained in the collection's permanent files.

An integrated pest management program is in place that includes monitoring throughout the DOE-RL and storage areas. Activity records for critical species are kept permanently.

HOUSEKEEPING

Collections exhibit and storage areas are vacuumed regularly. A separate schedule is established for the cleaning needs of each exhibit and storage area. Objects in storage will be protected from dust by closed containers, cabinets or dust covers. See Appendix A.

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Appendix A

HOUSEKEEPING SCHEDULES

The following schedules may be changed to reflect changing needs in the spaces. The goal is to achieve a balance between more frequent cleaning (for pest population control) and less frequent cleaning (to decrease wear and tear on artifacts).

CREHST PERMANENT EXHIBITS

- Shrub-steppe-- Vacuum the “stream” monthly. Vacuum taxidermy live mounts quarterly.
- 1920's Porch--Dust monthly. Vacuum floor quarterly.
- Trailer Camp--Dust and vacuum quarterly
- Engineering Office--Dust monthly. Vacuum quarterly
- Tank Models-- Vacuum monthly.
- Hanford models--Dust monthly.
- Geology exhibit-- Vacuum monthly.
- Mammoth exhibit-- Vacuum quarterly.
- Columbia River Fish--Dust weekly

CREHST TEMPORARY EXHIBITS

Establish protocol on a case-by-case basis.

CREHST ARTIFACT STORAGE AREA

Container exteriors and dust covers are cleaned quarterly (or more frequently depending on conditions). Floor is vacuumed monthly.

ENERGY NORTHWEST BUILDING 55 ARTIFACT STORAGE AREA

Container exteriors and dust covers are cleaned quarterly (or more frequently depending on conditions). Interior window casings are vacuumed quarterly. Floor is vacuumed monthly; bathroom is cleaned monthly.

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Appendix B

FORMS

1. Incoming Receipt
2. Outgoing Receipt
3. Exchange Agreement
4. Property Transfer Authorization
5. Deaccession Form
6. Artifact Report (Damaged, Missing, Theft)
7. Incoming Loan
8. Outgoing Loan
9. Visitor Sign-In Log